

# **RESIDENT OPPORTUNITIES AND SELF SUFFICIENCY PROGRAM**

APPLICATION KIT FOR ROSS FUNDING  
FISCAL YEAR 1999

U.S. DEPARTMENT OF HOUSING AND URBAN  
DEVELOPMENT  
451 SEVENTH STREET, S.W., WASHINGTON, D.C. 20410  
July 1999





U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT  
WASHINGTON, D.C. 20410-5000

OFFICE OF THE ASSISTANT SECRETARY  
FOR PUBLIC AND INDIAN HOUSING

July 1999

Dear Friend:

As a part of the Department's ongoing efforts to promote the transition from welfare to work as well as to focus resources on independent living for the elderly and persons with disabilities, I am pleased to announce \$66.6 million in funding for the new Resident Opportunities and Self Sufficiency (ROSS) Program. ROSS is a consolidation of programs funded in previous years for Economic Development and Supportive Services (EDSS), Tenant Opportunities Program (TOP), and Public Housing Service Coordinators.

As provided in the Public Housing Reform Act, ROSS is intended to link public housing residents with supportive services, resident empowerment activities, and assistance in becoming economically self-sufficient. To accomplish this purpose, it is imperative that housing agencies, residents, and other community partners work together to meet the challenges of welfare reform. The funding categories incorporated in ROSS are: Resident Management and Business Development; Resident Capacity Building and/or Conflict Resolution; Resident Service Delivery Models; and Service Coordinator Renewal.

ROSS is an important tool in providing services for self sufficiency activities for public housing residents. Our challenge is to use this program to build upon our legacy of services to public housing residents.

I encourage you to apply for the Resident Opportunities and Self Sufficiency Program. Before you begin preparing your application, you are encouraged to read carefully the entire Fiscal Year 1999 ROSS NOFA and this application kit. When preparing your application, you must use the attached application kit and NOFA. If you prepare your application properly, it will enable HUD to rate and rank your application in a timely manner. Please feel free to take this application kit apart and to use the forms found in the Appendices. You should also use the application checklist located in the Appendices to ensure that you have submitted a complete application.

If you have any questions regarding this kit, the ROSS program, or need additional copies, please contact HUD's Public and Indian Housing Information Resource Center at 1-800-955-2232.

For your convenience, the kit is located on HUD's website at <http://www.hud.gov>.

I wish you the best of luck during this funding round. I look forward to working with you as we continue our efforts to support public housing residents in making the difficult transition from welfare to work.

Sincerely,

Harold Lucas

Assistant Secretary



# **RESIDENT OPPORTUNITIES AND SELF SUFFICIENCY PROGRAM (ROSS)**

**FISCAL YEAR 1999**



# **RESIDENT OPPORTUNITIES AND SELF SUFFICIENCY FY 1999**

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# ROSS FY 1999 FUNDING

## INTRODUCTION

### ***PROGRAM BACKGROUND***

The *Quality Housing and Work Responsibility Act of 1998* (QHWRA) initiated numerous public housing reforms aimed at creating mixed income communities. Several initiatives are intended to enhance the quality of life for public and Indian housing residents while promoting self-sufficiency and personal responsibility in communities. A major component of the Act provides a mandate to link services and public housing residents for economic self-sufficiency.

The newly enacted *Quality Housing and Work Responsibility Act of 1998* merges and converts the former Economic Development and Supportive Services (EDSS) and Tenant Opportunities Programs (TOP) into the Resident Opportunities and Self Sufficiency (ROSS) Program. Consistent with the Department's goal to focus comprehensive resources on welfare to work and self-sufficiency activities, ROSS programmatically addresses the needs of public and Indian housing residents by providing supportive services that will:

- Enable the linking of essential services to public housing residents;
- Provide resident empowerment activities and assistance in becoming economically self-sufficient;
- Provide resources to enhance independent living for the elderly and person with disabilities;
- Provide resident organizations capacity building and conflict resolution; and
- Improve the overall quality of life for public and Indian housing residents.

This single competitive program restructures, redefines, and consolidates resources to address welfare to work requirements, the needs of independent living for elderly and persons with disabilities; promotes self sufficiency and personal responsibility among residents; and provides increased flexibility with reduced workloads and the possibility of more dollars for PHAs and Tribes or Tribally Designated Housing Entities (TDHEs) to increase their efforts to assist public and Indian housing residents.

The ROSS Program funding categories are:

- Resident Management and Business Development
- Resident Capacity Building
- Resident Conflict Resolution
- Resident Service Delivery Models (Family)
- Resident Service Delivery Models (Elderly/Disabled)
- Service Coordinators (Renewals only)

Per category, eligible applicants, activities, selection processes, and application deadlines vary. Please pay careful attention to the details for the category to which you are applying.

In the body of the Notice of Funding Availability (NOFA), found in the back of this application kit, is information concerning the program's purpose, applicant eligibility, selection criteria, and application processing, including how to apply, how selections will be made, and how applicants will be notified of results. **All potential applicants should review the NOFA in its entirety prior to completing their application. The NOFA contains additional information and complete details on application and program requirements.**

This application kit should be used to apply for a grant under the ROSS grant program in order for HUD to review and evaluate the applicant's eligibility, proposed grant activities, costs, and administrative capacity for successful grant implementation.

### ***ORGANIZATION OF APPLICATION KIT***

This Application Kit includes general instructions for preparation of an application and blank forms and worksheets in two basic parts:

**Part I. *Basic Program Requirements*** - This part provides information on how to develop your application. For additional information, please contact your local HUD Public Housing Division, Area Office of the Native American Programs, or the Public and Indian Housing Information and Resource Center at 1-800-955-2232.

**Part II. *Cover Materials*** – This part provides a cover sheet, fact sheet, and program summary to be completed by all applicants and used as cover materials in their applications. Each funding category will have a separate checklist to be inserted among the cover materials as well. Those checklists are located in Parts III – VI, which provide application submission materials for each ROSS funding category.

**Part III – VI. *Program Submission Requirements for All Funding Categories*** -- Cover sheets, instructions for narratives, charts, and other submission materials are provided for use in preparing your application in any of the funding categories. Each Tab has instructions for the information to be provided. Your application requires submissions under separate “Tabs.” Use each cover sheet as part of the first page for each tabbed section of your application. Use additional sheets as needed when developing sections of your application. Selected *sample* materials are often included for your convenience. Applicants may not copy the sample materials and insert them into the application.

**Part VII. *Other Certifications and Assurances*** – Blank copies of HUD and OMB forms are located in this section for use in the last tab of any ROSS application.

### ***APPLICATION SUBMISSION***

Except for the Resident Service Delivery Models funding category, eligible applications will be funded on a first-come, first-served basis, and applicants are urged to make their submissions as soon as possible.

By the application due date **an original and one copy** of the application must be received at the Grants Management Center (GMC); one copy must be received at the local Field Office with delegated public or assisted housing responsibilities attention: Director, Office of Public Housing. Applications should be sent to the GMC at the following address: Grants Management Center, Attention: Director, 501 School Street, S.W., Suite 800, Washington, D. C. 20024. A list of HUD Field offices is included in Part VII of the application kit for this NOFA.

In the case of Indian tribes/TDHEs, **an original and one copy** should be sent to the Office of Native American Programs (ONAP), Denver Program Office, 1999 Broadway, Suite 3390, Denver, CO 80202.

**If the application is not physically received by the deadline, it will not be evaluated.** Facsimile and telegraphic applications are not authorized and shall not be considered. Follow all delivery instructions in Section I of the NOFA.

**Mailed applications** will be considered timely filed if postmarked on or before 12:00 midnight on the application due date and received by the designated HUD Office.

**Applications sent by overnight delivery or express mail** will be considered timely filed if received before or on the application due date, or upon submission of documentary evidence that they were placed in transit with the overnight delivery service by no later than the specified application due date.

**Hand carried applications** will be accepted at GMC/HUD Field or AONAP Office during normal business hours before the application due date.

## **OMB APPROVAL**

The application kit has been approved by the U.S. Office of Management and Budget. The approval number for ROSS is 2577-0211.

## **INFORMATION CONTACTS**

If you have questions about this application kit or the program in general, please contact the nearest HUD Field or AONAP Office or the HUD Public and Indian Housing Information and Resource Center at 1-800-955-2232, P.O. Box 8577, Silver Spring, MD 20907. Additional copies of this application kit or the NOFA may be obtained on the HUD website at <http://www.hud.gov>, or by calling the PIH Information and Resource Center at 1-800-955-2232.

## **GENERAL TIPS FOR GRANT APPLICATION PREPARATION**

- ✓ Follow the required Application Checklist for organizing your application. Follow Tabs, include all required narrative information and forms, and number each page.
- ✓ Prepare a concise application using simple language to address each Tab as outlined respectively in Parts III, IV, V, or VI. Although HUD staff will review your application, imagine that someone from another agency, with no housing, economic development or supportive services program knowledge, will be reading the application.
- ✓ Follow instructions on each form for completing standard Forms 424, 424-B, 2880, 2990, 2991, 2992, 50070, 50071, and LLL. These forms, located in Part VII of this application kit, must be submitted with the application.
- ✓ Make sure the preparation of the application is a collaborative effort between you and the targeted resident community. Input from the resident community is critical and *must* be included in the process.
- ✓ Make sure to arrange with your partner agency(ies) to have the MOA/MOU and other letters of support signed in ample time to meet the application deadline. Letters in support of an application received *after* the deadline date *will not* be accepted.
- ✓ Have more than one person read over your application to ensure that all required information and forms are included in the application (and copies) being submitted. Double check that every applicable Tab is addressed.
- ✓ Make sure to address all Threshold Requirements and, if applicable, Rating Factors specified in the NOFA.